USER MANUAL

Maestro

inventis
Audiology equipment

GENERAL FUNCTIONALITIES

inventis

MAESTRO

GENERAL FUNCTIONALITIES

USER MANUAL

Read this manual carefully before using the software. Pay close attention to the instructions given in the chapter on "Installation".

Copyright: Inventis s.r.l. is the owner of the copyright on this manual. It is forbidden to copy, reproduce or alter the manual, in its entirety or in part, without the express written authorization of Inventis s.r.l..

Inventis ® is a registered trademark owned by Inventis s.r.l..

CE

Inventis s.r.l.
Corso Stati Uniti, 1/3
35127 Padua, Italy
Tel.: 049.8962844
Fax: 049.8966343
www.inventis.it
info@inventis.it

Revision: **05**

Date: **06.04.2018**

Summary

Summary ..... *v*

CHAPTER 1 Introduction *1*

1.1 Features of the software 1

1.2 The manual 1

CHAPTER 2 Installation and start-up *3*

2.1 Hardware requirements 3

2.2 Installation 3

2.3 Installation of devices 4

2.4 Start-up 4

2.5 Uninstalling Maestro 6

2.6 Change operating mode 7

CHAPTER 3 Management of patient data *9*

3.1 Creating and modifying a patient 9

3.2 Loading and viewing a patient 12

3.3 Saving a patient 12

3.4 Patient settings 13

CHAPTER 4 Management of tests *15*

4.1 Creating and editing a session data record 15

4.2 Creating and editing a test 17

4.3 Creating document-based tests 18

4.4 Loading and displaying a test 18

4.5 Deleting a test 19

4.6 Printing test results from Maestro 19

CHAPTER 5 Configuring the database 23

5.1 Creating the database 23

5.2 Accessing the database 27

5.3 Configuration tool 29

CHAPTER 1

Introduction

The Maestro software application provides an interface with all Inventis instruments, allowing users to save patient data and manage the associated tests.
Maestro is notable for the absolute simplicity of use it offers, combined with a comprehensive array of functionalities.
This first chapter provides a short introduction to the software. Detailed descriptions of the various functionalities will be given in the remaining chapters.

1.1 FEATURES OF THE SOFTWARE

Maestro is the Inventis software package that allows users to conduct tests, interfacing with all instruments of the Inventis range; it can also be used to import previous tests and associate them with the patient being treated. This means that the user is able to rely on simple and optimum management of tests, carried out using different instruments and at different times.
Maestro can operate in stand-alone mode, with or without a proprietary database, or in conjunction with the Noah module, a HIMSA product allowing the management of patients and archive storage of hearing test results.

1.2 THE MANUAL

Chapter 2 describes the initial steps that must be completed in order to use the software, i.e. installation and start-up.

Chapters 3 and 4 describe how the software is used, both in *stand-alone* mode and as a Noah module, to create, manage, edit, save and print out data and tests.
Chapter 5 gives a detailed description of the management software for the Maestro database, which can be used by operators to configure the DB according to their particular requirements.
For a detailed description of the single tests that can be conducted, refer to the relative Manuals.

CHAPTER 2

Installation and start-up

The user-friendly advantages of Maestro start with installation: in effect, no more than a few mouse clicks are needed to complete the procedure and begin using the product.

2.1 HARDWARE REQUIREMENTS

Minimum system requirements for Maestro to operate smoothly:

- operating system: Microsoft® Windows 7 or higher, 32 or 64 bit;
- processor: Intel Core i3 or higher;
- RAM: 2 GB (4 GB recommended);
- Free space on HD: 1.5 GB
- display resolution:
    - 4:3 monitor: 1280 x 1024 or higher.
    - 16:9 monitor: 1366 x 768 or higher[1].
- DVD drive (certain functions only);
- Audio card
- Noah 4.x or higher

2.2 INSTALLATION

Do not connect test equipment and accessories until installation of the software has been completed.

[1] For paediatric audiometry exams, a minimum resolution of 1920 x 1080 is recommended.

Close all Windows applications, in order to avoid conflicts with the software of the installation program.
Do not connect any device until the installation of the Maestro application has been completed.
Insert the Maestro installation disk. The installation wizard will start automatically. If it does not, click *Start* and type *D:\MaestroSetup.exe*, where *D:* designates the drive where the installation disk is located.
If Noah is already installed on the PC, the user will be asked during the procedure whether Maestro is to be installed with or without proprietary database or as a Noah module, as illustrated here.

In any event, the type of installation can be changed at a later stage. For further details on uninstalling the software or changing the type of installation, refer to the relative sections of this same chapter.

2.3 INSTALLATION OF DEVICES

Whatever the device, it must be installed by a person with the necessary skills. If the installation is not performed correctly, the system could be affected by safety problems when in use.
When installing a device, refer to the instructions given in the relative manual.

2.4 START-UP

Operating mode with or without proprietary database

To start Maestro:

• in Windows 7, select *Start* → *All programs* → *Inventis* → *Maestro* → *Maestro*;
• in Windows 8.1 and higher, select *Start* → *All Apps* → *Inventis* → *Maestro* → *Maestro*;
or
• double click the Inventis Maestro icon on the desktop (if created during the installation procedure).

If Maestro is installed in "*with proprietary database*" mode, once the software is launched, a configuration wizard will be activated for the purpose of setting up the selfsame database (see Chapter 5 for a more detailed explanation).

As Noah module

Option 1: Starting the module externally

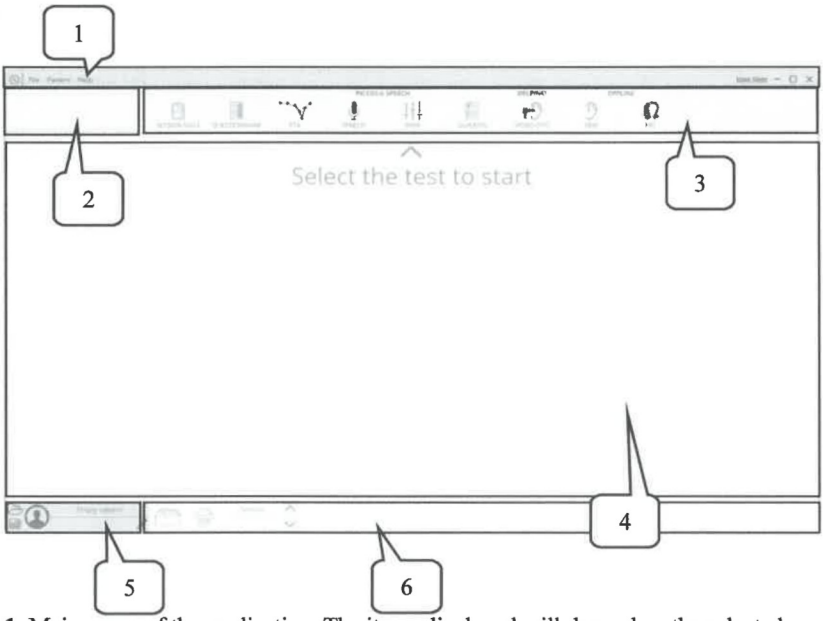
1. Double click the Maestro icon on the desktop, or alternatively, if using Windows 7, click *Start,* then → *All programs* → *Inventis* → *Maestro* → *Maestro*, or if using Windows 8.1, *Start* → *All apps* → *Inventis* → *Maestro* → *Maestro*
2. Select the patient to be treated from the window displayed by Noah.

Option 2: Starting the module from inside Noah

1. Start Noah
2. Select a current patient
3. Click the Maestro icon located on the modules bar

Main interface

When Maestro is started up, the user will see the graphic interface in the following illustration:



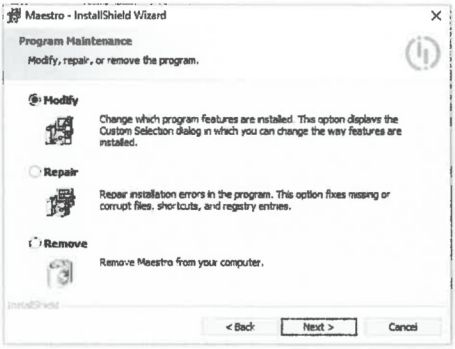
1. Main menu of the application. The items displayed will depend on the selected mode of installation. In particular, opting for "*with proprietary database*" mode, the screen will also show the '*Patient*' menu, and on the right, the user connected to Maestro.
2. Panel showing the test and the device currently in use
3. Test selection bar
4. Main window of the application.
5. Patient management panel
6. Examination management panel

2.5 UNINSTALLING MAESTRO

To remove the Maestro application from the PC, go to the Control Panel of the operating system. Whatever the mode of installation adopted, the procedure remains the same:
- if Maestro is currently open, exit and close the program;
- open the Control Panel, select *Programs and features*, click on *Maestro*, then click *Change*; The InstallShield window will now open: select *Remove* and click the *Next* button.
If the intention is that current user settings should also be removed, select *Delete user settings*. Click the *Next* button again to complete the operation.

2.6 CHANGE OPERATING MODE

Should it become necessary for any reason to change the operating mode, simply follow the same procedure as when uninstalling the application and select "Modify", as illustrated in the screenshot below.


Maestro - InstallShield Wizard
Program Maintenance
Modify, repair, or remove the program.
Modify
Change which program features are installed. This option displays the Custom Selection dialog in which you can change the way features are installed.
Repair
Repair installation errors in the program. This option fixes missing or corrupt files, shortcuts, and registry entries.
Remove
Remove Maestro from your computer.
< Back
Next >
Cancel

Proceed to select the required operating mode.

CHAPTER 3

Management of patient data

Maestro is a patient-oriented application. Accordingly, every test conducted will always be associated with a patient. This means that management of the tests will necessarily involve the management of data relative to the associated person.
When a test is performed and the measurements recorded, these will be saved automatically and stored in association with the current patient.

1. Allows the user to access the patient data window
2. Displays the name, surname and date of birth entered
3. Allows the user to access the patient data window
4. Allows the user to save the tests conducted for the selected patient

3.1 CREATING AND MODIFYING A PATIENT

Operating mode without proprietary database

When opening Maestro, simply click the button in the patient management panel at the bottom left of the screen to access the PATIENT DATA window, and enter the personal and clinical details of the patient (see following illustration). Details entered and displayed in section **2** of the patient management panel can be included, if so desired, in the printouts of test results.

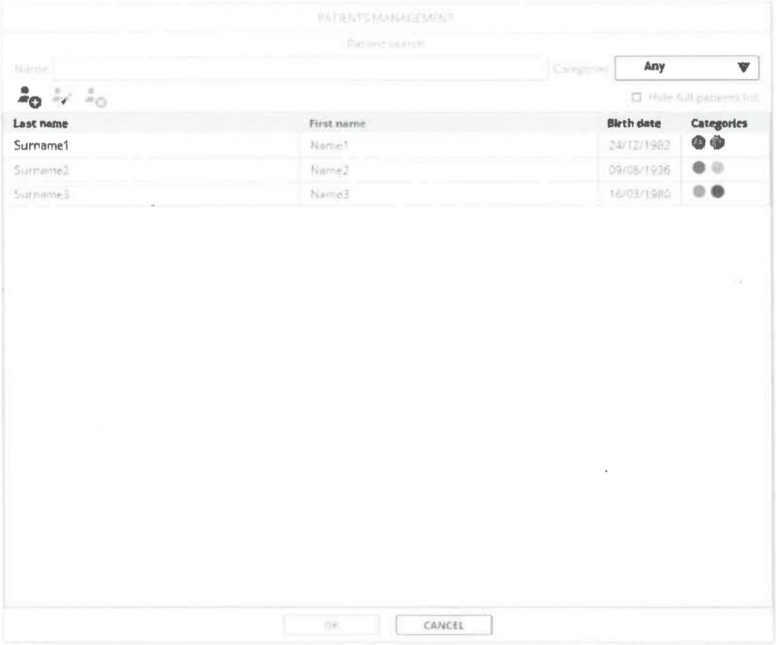
1. Allows management of image associated with the patient
2. Allows association of the current patient with one or more available categories
3. Allows browsing of the available sections
4. Allows viewing and editing of fields relative to the selected section
5. Allows user to open the print tool or export patient data to PDF

If it is wished to create a new patient during the course of a test, simply select the option *File → New patient* from the application menu.

Operating mode with proprietary database

To create a new patient when Maestro is opened, if no patient has yet been selected, the user can select the menu option *Patient → New,* or click the button in the patient management panel at the bottom left, in the same way as for stand-alone mode.

Alternatively, the user can click on the icon and access the PATIENTS MANAGEMENT window, which will show the list of patients stored currently in the database.



To create a new patient, click on the icon to access the PATIENT DATA screen and enter the pertinent items of information.

To change the details of a patient, select the line identifying the person in question and click the icon to access the PATIENT DATA screen (this can also be done by selecting the option *Patient → Modify patient* from the menu, or clicking the icon displayed at the bottom left once a patient has been loaded).

To delete a patient, select the line identifying the person in question and click the icon. Before permanently deleting the patient, the program will prompt for confirmation.

As NOAH module

To create a new patient, proceed as follows: with the Noah Patient Register displayed, click the button associated with the operation of adding a new patient. To change the details of a patient, bring up the Noah Patient Register and select the patient whose associated file needs to be opened; when Maestro is started, the screen will show the examination associated with the new patient selected.

3.2 LOADING AND VIEWING A PATIENT

Operating mode without proprietary database

To load the file associated with a patient, select *File* → *Load patient* from the main menu and select the associated file saved previously.

Database mode

To view the tests associated with a given patient or to start a new testing session, the user must access the PATIENTS MANAGEMENT screen from the menu option *Patient* → *Load patient* or click on the icon at the bottom left of the screen. The PATIENTS MANAGEMENT window will appear. Click the line corresponding to the patient being loaded (highlighted in orange) and confirm with OK; alternatively, double click the line corresponding to the patient being loaded.

As Noah module

Having selected the patient to be viewed from the Patient Register, launch the Maestro module from the Noah application. When Maestro opens, it will show all the tests associated with the selected patient.

3.3 SAVING A PATIENT

Operating mode without proprietary database

When the Maestro application is used *without a proprietary database*, patient data and test results are saved in a file with extension *xma*. To save the tests conducted for a given patient, select *File* → *Save patient* or *File* → *Save patient as* from the menu of the application. Once tests have been saved they can no longer be edited, but only retrieved and viewed. The system does however allow the addition of new tests to files created previously.

Operating mode with proprietary database

When the Maestro application is used in *database* mode, patients and the tests conducted on them can be stored in the Maestro database.

Clicking the icon, the user can save all tests conducted. If no patient has been selected beforehand, Maestro will display a warning and bring up the PATIENTS MANAGEMENT window. Here, the user can select the patient name with which to associate all tests of the session not yet saved (highlight the corresponding line and confirm with OK), or create a new

patient for association of the tests (click the icon and enter the details of the patient, then click on *Save*).

As Noah module

When Maestro is connected to Noah, the results of all tests conducted can be stored in the Noah database, clicking on the menu option *File* → *Save*.

3.4 PATIENT SETTINGS

Clicking on *File* → *Preferences* → *Patient* the following window will appear (it is possible that not all of the items displayed will be available: this depends on the Maestro operating mode selected):

From this window, the user can organize the items of information to be displayed in the patient data window, and the order in which they appear.
The area denoted (1) identifies the various sections into which details of the patient are divided: to change the order in which these are displayed, click

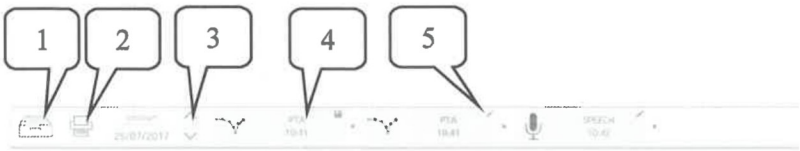
the arrow buttons denoted (**2**), which will move the selected section up or down in the order. The area denoted (**3**) shows the fields relative to the selected section, which can be used to enter information relative to the patient. The user can choose whether or not to show these details in the patient data window, and whether or not to shown them in the printout, simply by selecting or deselecting the check box against the line identifying the field. If a field appears with the *Required* check box selected, this field must necessarily be filled in when creating or modifying a patient. To change the order in which the fields are displayed, simply select the field and use the up/down arrow buttons denoted (**4**) in the same way as those denoted (**2**). Click the *SAVE* button to retain the changes, or click on *CLOSE* to quit without saving

A field not marked as visible cannot be included in a printout of the test result.

CHAPTER 4

Management of tests

With Maestro, the user can perform a number of actions, namely performing, saving and printing out different types of tests. The user can also generate an examination record, valid for the current date, in which to enter comments relating to the diagnosis formulated and to the prescriptions recommended.
The ease-of-use afforded by the Maestro application is guaranteed by simple and intuitive controls.



1. Allows access to the hearing tests archive
2. Opens the screen from which to manage the printout of tests conducted
3. Allows the user to scroll through previous examinations of a given patient
4. Test associated with the current patient
5. Indicates the status of the test (i.e. in progress, awaiting save, saved)

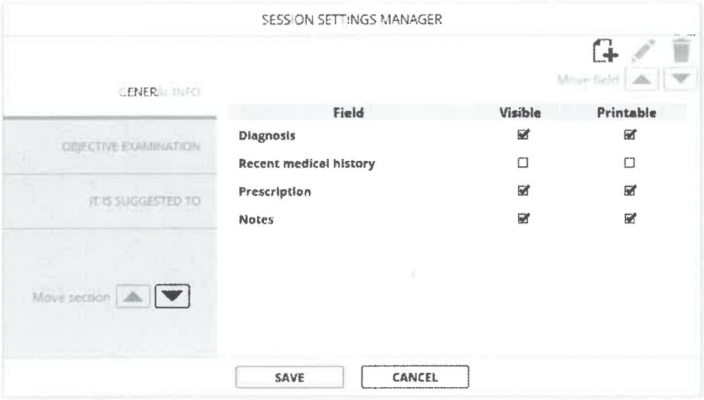
4.1 CREATING AND EDITING A SESSION DATA RECORD

When Maestro is opened — operating with or without proprietary database — the user can generate a new examination record associated with the current patient by selecting *Session Data* on the test selection bar. Maestro allows the creation of only one examination record for the current date, in which the user can enter information regarding the diagnosis formulated and the prescriptions suggested, and add notes if any.
As soon as information is entered in the fields available, the image (**4**) associated with the record of the examination in progress will appear in the

management bar at the bottom. Within the image (**4**), the symbol (**5**) at the top right indicates the status of the examination record, which can be:

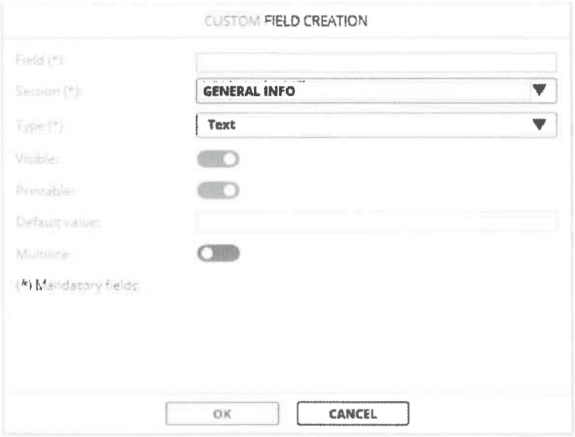
- Record of examination in progress:
- Record of examination saved:

An examination record can be edited only on the current day.
Also, selecting *Session Data* → *Preferences*, after clicking on SESSION DATA from the selection bar at the top, the following window will appear, allowing the user to choose which of the available fields will be displayed, by selecting or deselecting the check box against the line identifying the field. Similarly, the user can also select which of the fields to show in the examination printout (for details on printing out tests, refer to sub-heading 4.6).



To create, edit or delete a field, first click on one of the three icons described below:

: allows the creation of a new field in the examination record, entering the details requested in the following screen:



- *Field*: name of the field;
- *Section*: section in which the field is inserted;
- *Type*: indicates the type of data that will appear in the field;
- *Visible*: if the option is enabled, the field can be viewed in the Maestro SESSION DATA window;
- *Print*: if the option is enabled, the field will appear in the printout of test results;
- *Preset value*: indicates a default value that can be associated with a field, if so desired;
- *Multiple lines*: indicates whether or not the box is able to contain more than one line of text.

: allows the user to edit a field created previously, when selected;

: allows the user to delete a field created previously, when selected.

Click the *SAVE* button to retain the changes, or *CLOSE* to quit without saving.

4.2 CREATING AND EDITING A TEST

On opening Maestro, a new test can be generated simply by selecting the required item in the test selection bar. As soon as the test is in progress, the image (**4**) associated with the procedure will appear in the examination management bar at the bottom. Within the image (**4**), the symbol (**5**) at the top right indicates the status of the test, which can be:

- test in progress:
- test completed and awaiting save: *
- test completed and saved:

To continue a test in progress, simply click on the button of the corresponding test in the bar at the top.

4.3 CREATING DOCUMENT-BASED TESTS

If the Maestro suite is installed with or without proprietary database, then in addition to the tests that can be selected from the bar, it will also be possible to create document-based type tests for the current session using the menu *File → Import document*. In the file selection window that appears, the user can choose the type of document: PDF, Microsoft Office (standard Word, Excel, PowerPoint formats), OpenOffice (standard Writer, Calc, Impress formats) or XPS/OXPS. Once the selection of the document is confirmed, by double-clicking the filename or using the Open button, the icon of the document-based test will appear in the bar at the bottom. Any number of document-based tests can be conducted in a given session, by repeating the operation described above. The maximum size of each file associated with a document-based test is 10 MB.

4.4 LOADING AND DISPLAYING A TEST

With Maestro in use, every test conducted will always be associated with a patient. The management of tests will necessarily dictate management of the associated patient. The procedures for loading patient data, which depend on the mode in use, are described below.

Operating mode without proprietary database

To load the information for single patients, including their associated tests, the file in *xma* format relative to the selected patient must be loaded, selecting *File → Load* from the application menu, or clicking on the icon at the bottom left.

Operating mode with proprietary database

To view the tests associated with a given test, or to start a new testing session, the user must access the PATIENTS MANAGEMENT screen from the menu option *Patient → Load patient* or click on the icon at the

bottom left of the screen. The PATIENTS MANAGEMENT window will appear. Click the line corresponding to the patient being loaded (highlighted in orange) and confirm with OK; alternatively, double click the line corresponding to the patient being loaded.

As Noah module

From the Noah environment, first open the Patient Register and select the patient for whom a test is to be viewed. This done, either start the Maestro module or click on the icon of a previous test.

Whichever operating mode has been selected for Maestro, the details of a patient once loaded can be viewed simply by clicking on the relative icon in the archive or in the bottom bar of the main screen.

4.5 DELETING A TEST

To delete a test, click the Archive button (**1**) in the examination management bar at the bottom of the screen, then click the button located alongside the test to be deleted.

In Noah mode, tests can be deleted directly from Maestro only if they have not yet been saved; tests that have already been saved can only be deleted directly from Noah.

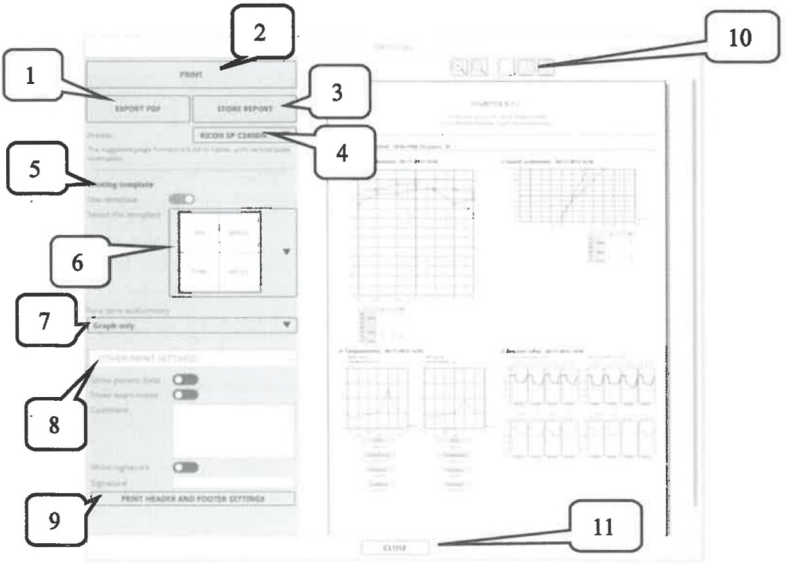
4.6 PRINTING TEST RESULTS FROM MAESTRO

Maestro offers two print modes:

- fast printout, used to print all tests conducted during a selected examination;
- archive printout, allowing the user to print tests selectively, even if conducted during more than one examination.

If the intention is to use fast printout mode, click the print button in the examination management bar at the bottom of screen. If the intention is to use archive printout mode, drag the tests to be printed into the area corresponding to the examination management bar at the bottom of the screen. Once all the tests of interest have been selected, dragged and dropped, click the print button.

The print management window will open, appearing as in the following illustration:



1. Exports the selected document to a pdf file
2. Instructs the printer to print the selected document
3. Exports the selected document to a pdf file, which is attached to the current session as a document-based test
4. Allows selection of the preferred printer
5. Provides the option of using a printout template
6. Allows selection of the template to use
7. Allows selection of the graphs to be printed
8. Other print settings: the user can choose whether to include personal details of the patient, notes relating to the test, and signature of the operator
9. Allows management of customized headers and footers
10. Print preview buttons
11. Closes the window.

For each current examination, the user can decide whether or not to adopt a system-defined template (**5**). If a template is to be applied, it can be selected from the drop-down menu (**6**). The printout can also be customized by deciding which of the tests relative to the current examination to include, selecting them from the drop-down menu (**7**)
When printing out tests, the user can choose whether or not to show other fields (**8**) such as personal details of the patient, notes and remarks relating to the test, if any, and the signature of the operator.

The printout can be customized further by changing the header and the footer (**9**), and adding a logo to the report imported in the form of a graphics file (.jpg, .bmp, .png). The header can be customized by adding either an image proportioned to occupy the entire available space (recommended aspect ratio 20:3), or a logo (recommended aspect 4:3) accompanied by three customizable lines of text.

In the preview window, the buttons at the top (**10**) can be used to manage the view of the pages that are to be printed, increasing or reducing them in size as preferred.

Once it has been decided how the tests being printed are to be laid out, the user can click the button (**1**) to export all of the selected items to a PDF file, whereas clicking button (**2**), these same items will be sent to the printer of choice. Clicking button (**3**) on the other hand, the selected items will be exported as a PDF file and added to the current session as document-based tests rather than being saved externally to a disc. Recommended page sizes are DIN A4, and US Letter using portrait view.

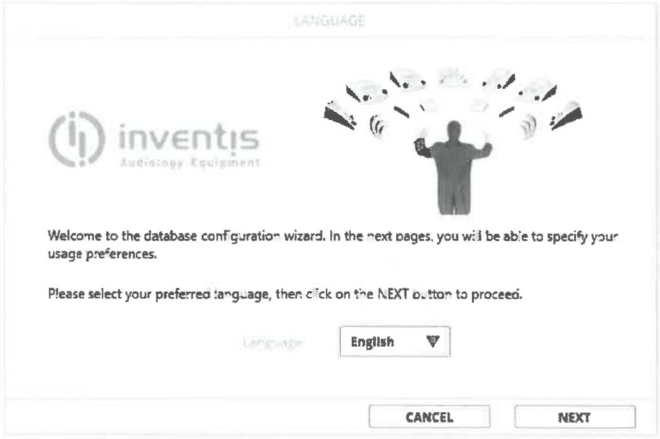
CHAPTER 5

Configuring the database

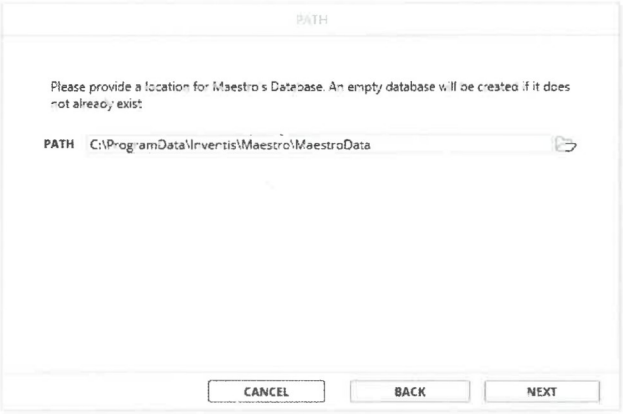
If Maestro has been installed so as to operate *with proprietary database*, the user must start either by creating the database or by indicating that an existing database will be used. Thereafter, configuration of the database or changes to other assorted settings can be accomplished using a dedicated software product, namely the *MaestroDatabaseAdminTool*.
Important: the Maestro application and the *MaestroDatabaseAdminTool* configuration tool cannot be opened at the same time. If an attempt is made to open either of the two products when the other is already in operation, an alert will appear on the screen warning that the start cannot be completed.

5.1 CREATING THE DATABASE

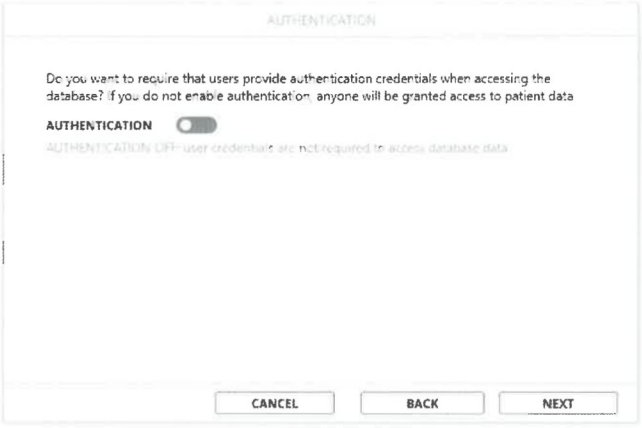
When Maestro is launched for the first time in *with proprietary database* mode, a wizard will be activated to assist with creation and initial configuration of the database:


LANGUAGE
inventis
Audiology Equipment
Welcome to the database configuration wizard. In the next pages, you will be able to specify your usage preferences.
Please select your preferred language, then click on the NEXT button to proceed.
English
CANCEL
NEXT

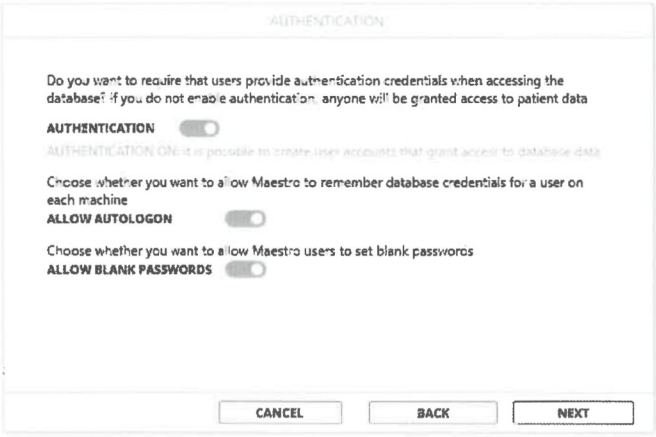
Having selected the desired language, the next step is to specify the path for creation of the database. If the intention is to change the path of the default location, a new one can be specified by clicking the folder icon on the right. If there is already a usable Maestro database in the selected path, this will automatically be loaded and associated with the program. If the preference is to choose a path, but the path is not accessible by way of the folder selection window, the user must check the advanced file-share settings in Windows to ensure that the correct network identification is activated.



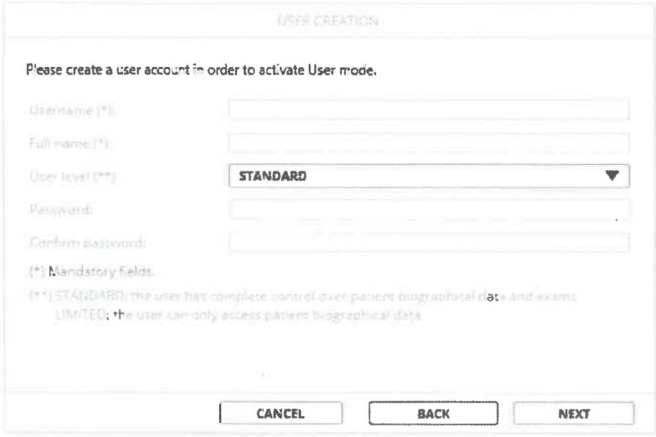
If the intention is that Maestro should be accessible to any user, leave the *AUTHENTICATION* option disabled as in the following illustration:


AUTHENTICATION
Do you want to require that users provide authentication credentials when accessing the database? If you do not enable authentication, anyone will be granted access to patient data
AUTHENTICATION
CANCEL
BACK
NEXT

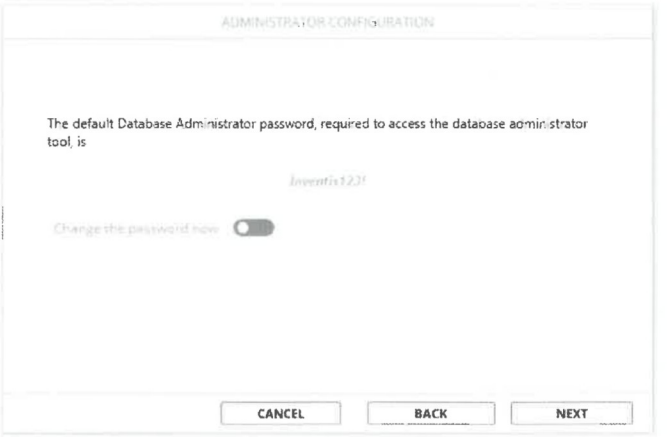
Enabling the *AUTHENTICATION* option, on the other hand, further options will appear on the screen:


AUTHENTICATION
Do you want to require that users provide authentication credentials when accessing the database? If you do not enable authentication, anyone will be granted access to patient data
AUTHENTICATION
Choose whether you want to allow Maestro to remember database credentials for a user on each machine
ALLOW AUTOLOGON
Choose whether you want to allow Maestro users to set blank passwords
ALLOW BLANK PASSWORDS
CANCEL
BACK
NEXT

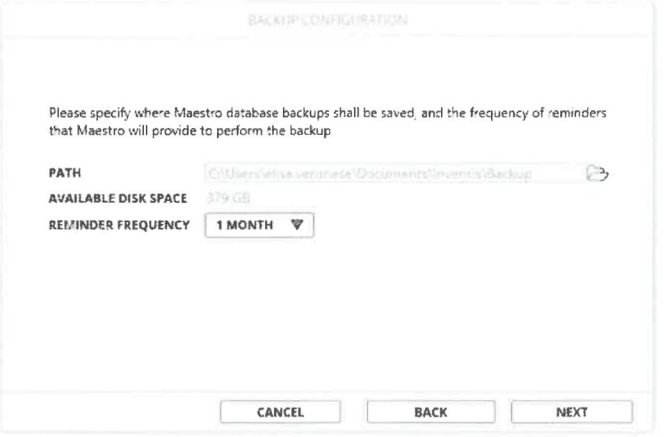
With *AUTHENTICATION* enabled, the next window will display a prompt to enter the first user:



The setup wizard proceeds by asking for confirmation or otherwise of the default administrator password **Inventis123!** which allows access to the database configuration software.

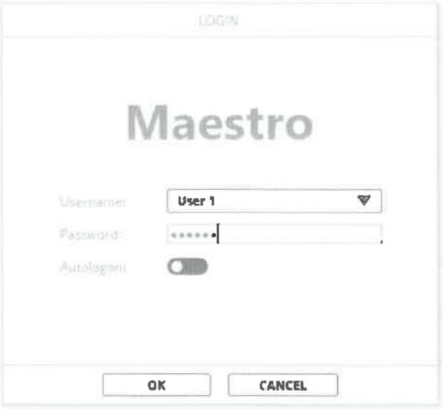


Finally, the user is asked to specify the path to the folder where Maestro database backup data is to be stored, and the frequency with which the program will remind the user of the need to run the backup procedure.



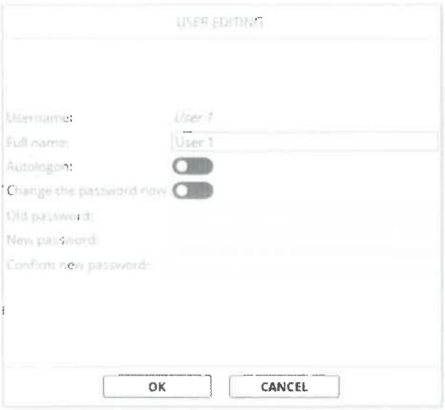
5.2 ACCESSING THE DATABASE

When Maestro is started up in *with proprietary database* mode and with authentication enabled (see heading 5.3), the following login window will appear:



The steps required here are to select the desired user from the drop-down menu, enter the password and confirm with OK. If the "Autologon" option is enabled, access will be allowed automatically to the selected user the next time that Maestro is started up, without having to enter the password. To enable this feature, the credential storage function must be enabled using the database configuration software (see heading 5.3).
The full name of the user will be displayed at the top right of the Maestro main window:

Clicking on the user name, the following screen will appear:



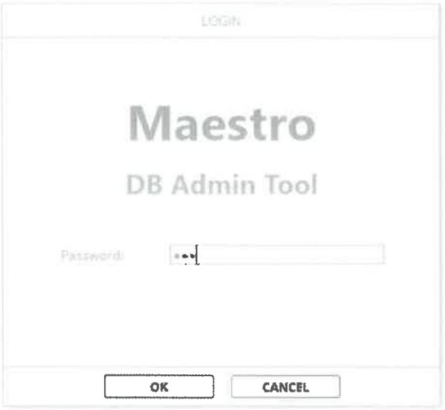
Here, it is possible to change the full name and access password of the user, and — in the event of the Maestro application being opened by a different user at the next startup — to suspend credential storage if currently enabled: this is done simply by deselecting the "Autologon" option.

5.3 CONFIGURATION TOOL

Configuration and customization of the Maestro database is possible only using the *MaestroDatabaseAdminTool* software accompanying the Maestro package.

The *MaestroDatabaseAdminTool* can be launched from the Windows start menu: *"Start->Inventis->MaestroDatabaseAdminTool"*

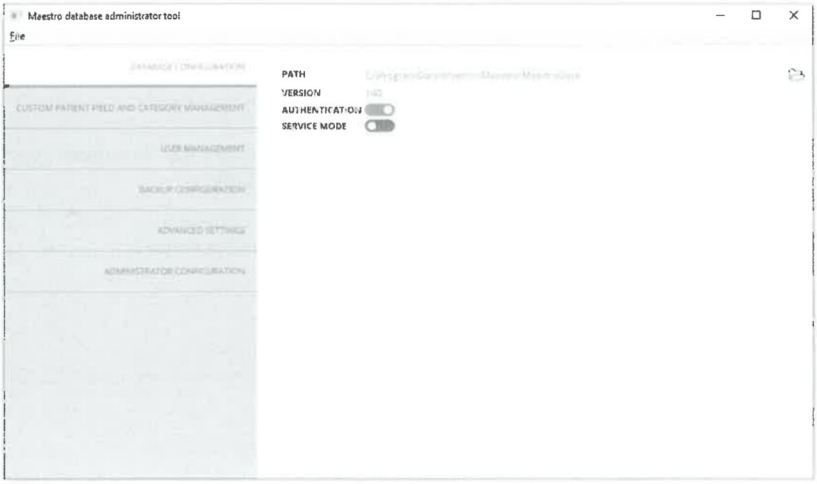
When the program is started, it will ask for the access password:



The default password is **Inventis123!** unless the user should have decided to change it during the database creation procedure described in heading 5.1.

The password of single Maestro users (in the event that the 'AUTHENTICATION' option has been enabled), and that of the Maestro database configuration software, *both of which set during the database creation procedure described in heading 5.1, are distinct from one another. Changing one password does not mean that the other must be changed.*

After entering the access password, the following screen appears:



The Maestro database configuration software allows the user to:

- select the path to the location where the Maestro database is saved;
- customize the items of information describing patients;
- manage users;
- manage database backup and restore procedures;
- manage the space occupied by the database and display the access history;
- change the password for access to the configuration software.

A specific page is dedicated to each one of these functions,

Database configuration

The *DATABASE CONFIGURATION* page allows the user to establish the path for the Maestro database and specify the procedures for accessing the content.

PATH
When installing Maestro, the database is created in the default folder 'C:\ProgramData\Inventis\Maestro\MaestroData', unless the user decides at the moment of creation that a different path would be preferable for the database.

To change the path setting, click the 🗁 icon and proceed to select the folder containing the preferred patient archive. If the preference is to choose a path, but the path is not accessible by way of the folder selection window, the user must check the advance file-share settings in Windows to ensure that the correct network identification is activated.

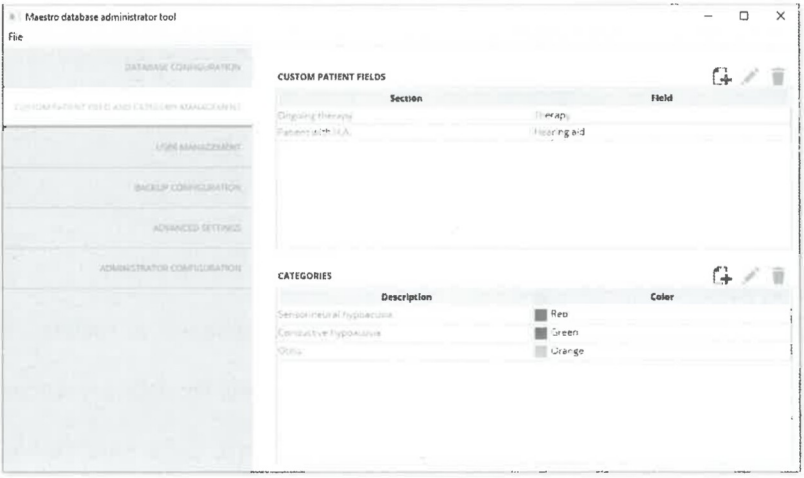
VERSION
Indicates the current version of the Maestro database.

AUTHENTICATION
This option indicates whether or not user authentication is required to access Maestro.
If the option is disabled, anyone will be able to access the database without entering any credentials.
If the option is enabled, then on launching Maestro, users must provide authentication by entering their credentials in order to access patient data and conduct tests.

SERVICE MODE
This option is necessary in order to restrict the visibility of patient data and prevent any changes being made to such data in the event that the need should arise for an authorized technician to access the database, regardless of whoever may have accessed Maestro as user.

Custom patient field and category management

This screen allows the user to create customized patient fields, and to categorize patients on the basis of particular needs and preferences. An example of patient fields and categories is illustrated in the figure below:



CUSTOM PATIENT FIELDS

Each new patient field created, if configured as visible, will be added to the PATIENT DATA window in the section indicated. To organize subsequently which fields can effectively be viewed and in which order, the user must access the Maestro PATIENT SETTINGS MANAGEMENT screen using the menu *File* → *Preferences* → *Patient.*

To create, edit or delete a patient field, first click on one of the three icons described below:

: allows the creation of a new patient field, entering the details requested in the following screen:

- *Field*: name of the field;
- *Section*: section in which the field is inserted;
- *Type*: indicates the type of data that will appear in the field;
- *Visible*: if the option is enabled, the field can be viewed in the Maestro PATIENT DATA window;
- *Required*: if the option is enabled, the field must necessarily be filled in when creating a new patient or editing details of an existing patient in the Maestro PATIENT DATA window;
- *Printable*: if the option is enabled, the field will appear in the printout of test results;
- *Default value*: indicates a default value that can be associated with a field, if so desired;
- *Multiline*: indicates whether or not the box is able to contain more than one line of text.

: allows the user to edit a patient field created previously, when selected;

: allows the user to delete a patient field created previously, when selected.

CATEGORIES

Utilizing categories, the classification of patients can be speeded up. Each new category created will be added to the Maestro PATIENT DATA window, and each patient can be assigned to one or more categories. When a patient is loaded from the PATIENTS MANAGEMENT window (from the menu *Patient* → *Load patient*, or clicking the icon at the bottom left), the list of patients can be filtered according to the category or categories to which they belong, selecting them from the *Categories* drop-down menu.

To create, edit or delete a Category, first click on one of the three icons described below, depending on the operation to be accomplished:

: allows the creation of a new Category, entering the details requested in the following screen:

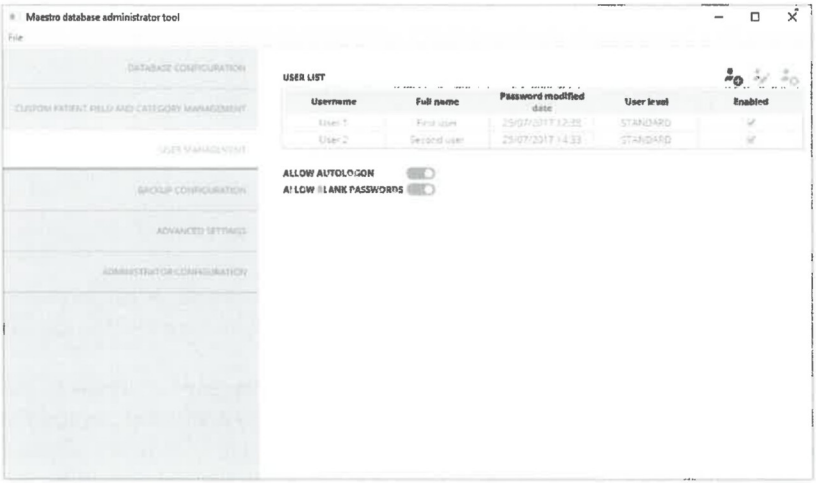
- *Description*: name of the Category;
- *Colour*: option allowing the user to attribute a colour to the Category;

: allows the user to edit a Category created previously, when selected;

: allows the user to delete a Category created previously, when selected.

User management

The Maestro database is a multi-user software application, i.e. allowing the creation of multiple users, each with their own access credentials, by way of the page illustrated below:



The page shows a list of all the users authorized for access to the database, with their relative details.

To create, edit or delete a user, first click on one of the three icons described below, depending on the operation to be accomplished:

: allows the creation of a new user, entering the details requested in the following screen:

The *username* must be filled in, together with the password, when accessing the Maestro database, whilst the *Full name* field will be displayed at the top right when Maestro is in use.
Each user can be attributed different levels of permission for access to the content of the database: in particular, a user with *STANDARD* permission can access the details of patients and the tests associated with them, whereas a user with *LIMITED* permission can access patient data but cannot access tests.

: allows editing of user data, when the user is selected;

: allows the deletion of a user created previously, when the user is selected .

The bottom part of the screen presents a number of settings, applied to all users:

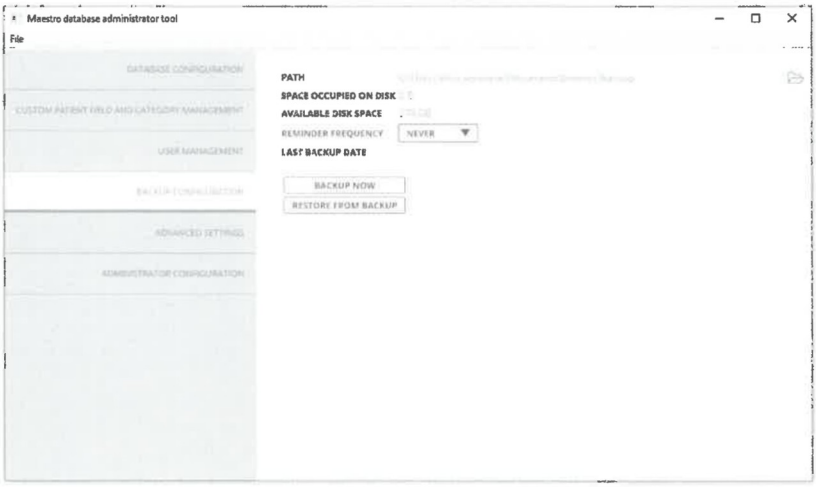
ALLOW AUTOLOGON
With this option enabled, it will be possible whenever Maestro is accessed, clicking on "Autologon", to indicate that with effect from the next session, access will be allowed directly to the selected user without any requirement to enter the password; if autologon is disabled, the "Autologon" option remains hidden initially and when Maestro is opened up, the system will always ask which user wishes to access the database and prompt for the password.

ALLOW EMPTY PASSWORDS
With this option enabled, it will be possible to create new users with empty access passwords. If disabled, it will not be possible to create new users without passwords: in the case of an omission, a message will appear to warn that the information is missing.

When a new user is created, the item *Enabled* in the list of users is selected as the default setting. If a user is to be disabled and consequently disallowed from accessing the database, but not deleted from the system, the procedure is to select the user, click on and disable the *Enabled* option.

Backup configuration

This page allows fast and simple management of the procedure for backing up the database, and restoring it if necessary.



Clicking on the icon, the user can make changes to the folder in which the archive backup is saved (already discussed in connection with the wizard described in heading 5.1), and then run the procedure by clicking *BACKUP NOW*.

A backup involves copying the entire database to the selected destination folder. Importantly, if the destination folder already contains a previous backup of the archive, then further backups will be incremental: i.e. only

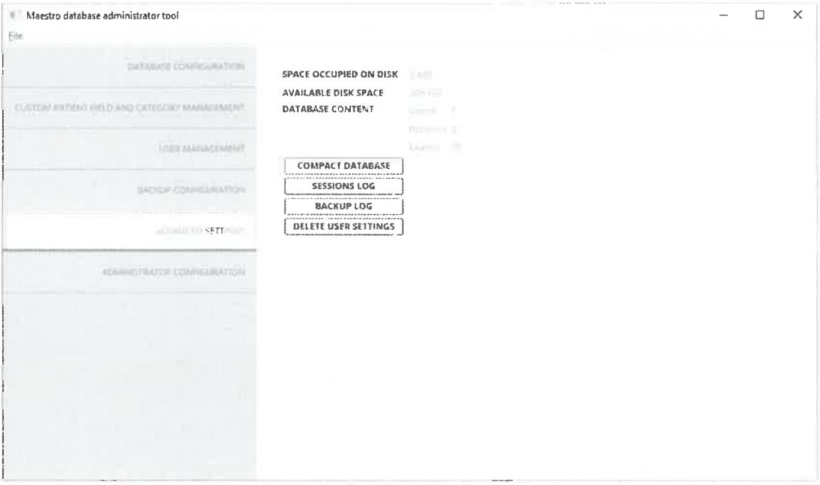
changes or additions to the existing data saved at the previous backup will be copied and stored, thereby reducing the amount of time required materially to perform the backup procedure.

It is possible to establish how often Maestro will generate a reminder to back up the archive, selecting one of the available options from the *REMINDER FREQUENCY* drop-down menu.

Clicking on *RESTORE FROM BACKUP*, moreover, all items of data currently stored in the database will be cleared, and replaced with those stored in the backup files.

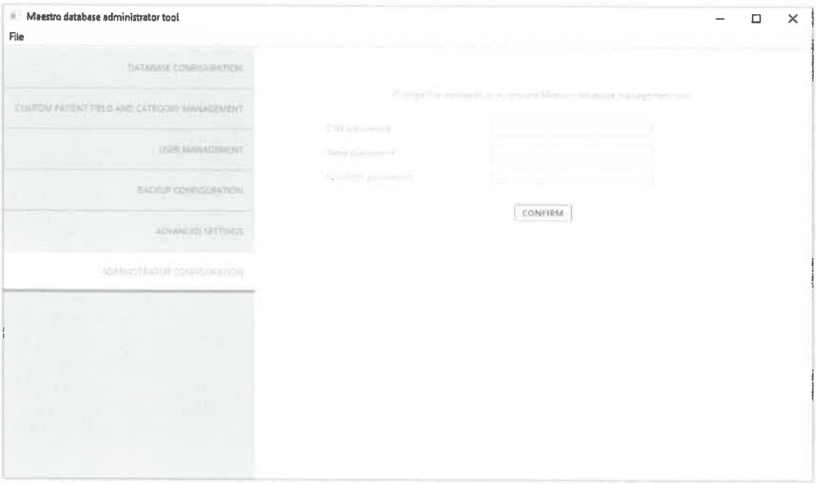
Advanced settings

This section provides the user with certain items of information on the database installed, which could be useful to the Inventis service department during the course of a possible request for remote assistance submitted by the user.



Administrator configuration

In this section, the user can change the password giving access to the *MaestroDatabaseAdminTool*.


Maestro database administrator tool
File
DATABASE CONFIGURATION
CUSTOM PATENT FIELD AND CATEGORY MANAGEMENT
USER MANAGEMENT
BACKUP CONFIGURATION
ADVANCED SETTINGS
ADMINISTRATOR CONFIGURATION
CONFIRM

INVENTIS s.r.l.
CORSO STATI UNITI, 1/3
35127 PADOVA – ITALY
PHONE: +39.049.8962 844
FAX: +39.049.8966 343
info@inventis.it
www.inventis.it

Follow us on Twitter
http://twitter.com/inventissrl